

# CITY OF HELENA



**Position Title:** Combination Building Inspector

**Department:** Community Development    **Division:** Building

**Grade:** 139

**FLSA:** Non-Exempt

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

## **Job Purpose:**

The purpose of this position, under general supervision of the Chief Building Official, is to perform a full range of technical building, electrical, plumbing and mechanical inspection work involved in enforcing compliance with the adopted building, electrical, plumbing, mechanical and gas codes as well as applicable state or general regulations and local ordinances.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Review plan and permit applications to prepare for field inspection. Inspect industrial, commercial and residential buildings, electrical, plumbing, and mechanical installations and equipment during various stages of construction and/or remodeling to ensure compliance with applicable city codes and ordinances, local, state or federal standards as applicable, and with the adopted editions of the International Building and Residential Codes, the National Electrical Code, the Uniform Plumbing Code, the International Mechanical and Fuel Gas Codes.

Receive and respond to complaints of violations of the adopted codes or ordinances. Investigate, resolve, or forward complaints to appropriate upper-level personnel.

Identify code violations. Issue correction notices or compliance orders for code compliances. Enforce applicable ordinances. Obtain and prepare evidence for follow-up on correction notices/orders to ensure required modifications/ corrections have been performed. Keep documentation and data files current with all project-related facts, inspection activity logs and findings, and correspondence useful for any future reference or legal needs.

Work cooperatively with supervisor and other division inspection staff to ensure a balanced daily workload and division of assigned activities. Complete work assigned accurately and in a timely manner, using established work methods and techniques to assure compliance with applicable codes, policies, procedures, and standards.

Coordinate daily inspection activities with personnel of other city divisions or departments as may be required to ensure all city requirements and standards are met before recommending projects for approval and for issuance of a final certificate of occupancy.

Represent the division in the field and office regarding code-related conferences with architects, contractors, developers and the general public. Accurately and concisely explain code interpretations, requirements or restrictions relating to the project.

Constructively contribute to achieving overall performance objectives of the division and completion of assigned goals.

Perform related duties and responsibilities as assigned.

## **Essential Knowledge, Skills and Abilities Related to this Position:**

### **Knowledge of:**

- The basis types of industrial, commercial and residential building construction and the principles, practices, methods and materials used in their design, construction, installation and maintenance; the principles, practices, methods and materials used in the construction of the associated project installations (electrical, plumbing, mechanical or gas) regularly encountered; and the techniques for their inspection.
- Building-related codes and ordinances enforced by the city, including the adopted editions of the International Building and Residential Codes, the National Electrical Code, the Uniform Plumbing Code, the International mechanical and Fuel Gas Codes and city ordinances and standards.
- Construction safety standards and methods related to building construction and installation of related electrical, plumbing, mechanical and fuel gas systems or components.
- Basic mathematics including standard applications of arithmetic, algebra and geometry encountered in general building construction and design and for associated electrical, plumbing, mechanical and gas systems construction.

### **Skill or ability to:**

- Apply technical knowledge using appropriate inspection techniques or procedures to safely examine workmanship, materials, and to detect deviations from the approved plans, applicable regulations and standards governing the building construction of varied light-commercial and residential structures and their related electrical, plumbing, mechanical and fuel gas systems.
- To read, accurately interpret, and apply pertinent federal, state and local laws, codes, ordinances and regulations to the Combination Inspection (I) position. Be able to advise the general public, the building and professional communities on typical construction materials and techniques, related codes and standards, and on the associated electrical, plumbing, mechanical and fuel gas systems regularly encountered in varied residential and light-commercial buildings.
- Communicate clearly and concisely, both orally and in writing, using both lay and technical terms.
- Exercise good judgment, remain flexible, be creative, be sensitive to changing situations and needs, as well as maintain a positive and helpful professional demeanor in regard to all customer service opportunities; and tactfully and firmly enforce necessary regulations.
- Establish, maintain and foster positive and harmonious working relationships within the Building Division, with other city departments and staff, and with the public and professional communities regularly contacted in the daily course of work.
- Safely operate a motor vehicle.
- Operate modern office equipment including personal computer and related software.

## **Physical Demands:**

Ability to work in a standard office environment with ability to travel to different locations. Ability to move expeditiously about jobsite terrain in a variety of weather conditions and to tolerate exposure to cold, heat, noise and the outdoors. Ability to sit, stand, walk, kneel, stoop, crawl and climb (ladders, scaffold and forms). Ability to tolerate cramped conditions and work space(s). Ability to recognize and move safely among physical, mechanical and electrical hazards.

## **Minimum Qualifications (Education, Experience and Training):**

Minimum of two years of active combination inspection of a variety of residential, commercial and industrial building construction including inspecting associated electrical, plumbing, mechanical and fuel gas systems regularly encountered in those structures; **OR**

The successful completion of a building or carpentry trade-related ‘apprenticeship’ training program; or by completion of another construction apprenticeship level training program in a related field; or through other professional training or education, or by applicable college-level course work in the field of

architecture, or structural, electrical or mechanical engineering; that is deemed equal to two-years inspection experience and adequate to have prepared a candidate for an inspection career; **OR**

Possession of an occupational, trade-related 'journeyman' (or above) license issued by the state of Montana, identifying expertise related to building construction and/or associated electrical, plumbing, or mechanical areas.

**License or Certificate:**

Possession of ICC certification(s) as a Combination Residential Building Inspector; or possession of ICC certification as a Residential Building Inspector with the ability to complete ICC residential combination inspection certification within six months of the start of employment.

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

**Supervision Received:**

Supervised by Chief Building Official

**Supervision Exercised:**

None

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

☐ **YES**      **or**      ☐ **NO**

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_